

FORM **SA-45**
(12-14-99)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

ANNUAL RETAIL
TRADE REPORT
1999

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Associate Director for Finance and Administration, Paperwork Reduction Project 0607-0013, U.S. Census Bureau, Room 3104, FB 3, Washington, DC 20233-0001. **PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE.** Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of this form.

NOTICE – Response to this inquiry is required by law (Title 13, U.S. Code). By the same law, your report to the Census Bureau is **confidential**. It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

Any questions call
1-800-772-7851

Return the completed report in the enclosed preaddressed envelope within **30 days** after you receive it. **PROMPT RETURN WILL RESULT IN CONSIDERABLE SAVINGS TO YOUR GOVERNMENT.**

RETURN TO
↓
U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001
FAX 1-800-447-4613

(Please correct any error in name, address, and ZIP Code)

GENERAL INSTRUCTIONS

Please read all instructions and complete all items in this report. If book figures are not available, carefully prepared estimates, labeled "Est." are acceptable.

This report should cover department store establishments whose payroll was reported on the Employer's Quarterly Federal Tax Return, Treasury Form 941, under the **Employer Identification Number (EIN)** shown in the address label (or as corrected in item 1A).

Data for auxiliary facilities operated under this EIN primarily engaged in furnishing supporting services to your department store(s) (such as warehouses, garages, central administrative offices, and repair services), should also be included in this report.

For those establishments acquired or sold during 1999 or 1998, only include data for the period they were operated by your firm.

Leased departments and concessions

1. Include in item 3, sales from departments and concessions operated by other firms in your department store(s) even though the payroll for the leased departments is not reported under this firm's current EIN. **Exclude** from all other items of this report.

2. Exclude from all items of this report, departments and concessions operated by this firm in establishments of others even though payroll for these operations is reported under this firm's current EIN.

Item 1A FEDERAL EMPLOYER IDENTIFICATION NUMBER

Does your firm currently report payroll under the EIN shown in the address label?

020 1 ☐ YES — Go to item 1B 2 ☐ NO

(1) Enter your present EIN

(2) When did you start reporting payroll under this EIN?

021

Month 022 Year

Item 1B NUMBER OF DEPARTMENT STORES

Enter the total number of department stores covered by this report as of December 31, 1999 and December 31, 1998. →

Number as of December 31, 1999

Number as of December 31, 1998

110

160

Item 2A TOTAL SALES OF MERCHANDISE AND OTHER OPERATING RECEIPTS FOR 1999 AND 1998

See instruction sheet for detailed directions.

Book figures for the calendar years 1999 and 1998 should be reported in items 2a through 2c below. If book figures for the calendar year are not available, carefully prepared estimates for the calendar year are preferable to book figures covering another period.

a. Sales of merchandise and other receipts in department stores covered by this report. →

NOTE — Include excise taxes on sales of items such as gasoline, liquor, and tobacco. Include e-commerce sales. Do not include in item 2a receipts collected from customers for carrying charges or other charges for credit or sales taxes which were forwarded directly to taxing authorities.

b. Did your firm collect sales taxes which were forwarded directly to taxing authorities? NOTE — Do not include excise taxes reported in item 2a.

120 1 ☐ YES — Report the amount of such taxes collected. →

2 ☐ NO

c. TOTAL sales of merchandise and other operating receipts including sales taxes collected and forwarded directly to taxing authorities — Sum of items 2a and 2b →

1999		1998	
Dollars	Cents	Dollars	Cents
100		150	
\$.00	\$.00
102		152	
\$.00	\$.00
103		153	
\$.00	\$.00

Item 2B E-COMMERCE SALES OF MERCHANDISE AND OTHER OPERATING RECEIPTS FOR 1999 AND 1998

(E-commerce sales are sales of goods and services over an Internet, extranet, EDI, or other online system. Payment may or may not be made online).

a. Did your firm have e-commerce sales during 1999 and/or 1998?

130 1 ☐ YES — Enter the date your firm began e-commerce sales →

2 ☐ NO — SKIP to item 2C.

b. E-commerce sales by your firm for 1999 and 1998. (Include e-commerce sales in Item 2Aa. Exclude sales taxes and shipping and handling.) →

Month (i.e. June = 06)				Year (i.e. Year = 1999)			
111				112			
1999		1998					
Dollars	Cents	Dollars	Cents				
113		163					
\$.00	\$.00				

Item 2C SALES REPORT PERIOD

a. Do the data reported in items 2A through 2C represent the calendar year (January 1 through December 31) for 1999 and 1998?

121 1 ☐ YES — Go to item 3

2 ☐ NO — Enter the period that the data represent. →

	Month	Day	Year		Month	Day	Year
From				From			
105				155			
To				To			

Item 3 DEPARTMENTS AND CONCESSIONS OPERATED BY OTHER FIRMS IN YOUR DEPARTMENT STORE(S)

a. Did other firms operate any departments or concessions in your department store(s) in 1999 or 1998?

126 1 ☐ YES 2 ☐ NO — SKIP to item 4

b. Total sales excluding sales taxes collected by departments and concessions operated by other firms in your department store(s) for 1999 and 1998. Do not include in item 2. →

1999		1998	
Dollars	Cents	Dollars	Cents
106		156	
\$.00	\$.00

Item 4

MERCHANDISE INVENTORIES (December 31) — See instruction sheet for detailed directions.

Report cost value of **all** merchandise. Cost figures for December 31 should be reported in items 4a through 4c. If book figures are not available, carefully prepared estimates of inventories for December 31 are preferable to book figures representing another date. **For inventories at LIFO cost, report the LIFO amount plus the LIFO reserve.**
Complete each item; enter "0" if none.
a. Merchandise in department store(s), operated under the
EIN shown on the reverse
b. Merchandise in warehouses, offices, or in transit for distribution to your department stores operated under the EIN shown on the reverse
c. TOTAL merchandise inventories —
Sum of items 4a and 4b
d. Are the data reported in items 4a through 4c for December 31?
220 1 ☐ YES — Go to item 5
2 ☐ NO — Enter the date that the data represent.

Merchandise inventories at cost value

1999						1998					
Dollars			Cents			Dollars			Cents		
201			\$			251			\$		
			.00						.00		
202			\$			252			\$		
			.00						.00		
200			\$			250			\$		
			.00						.00		
203						253					
Month		Day	Year			Month		Day	Year		

Item 5

INVENTORY VALUATION METHOD — See instruction sheet for detailed directions.

a. Were any of the inventories reported in item 4 above valued using the Last-in, First-out (LIFO) and/or LIFO Retail Method of inventory valuation?
305 1 ☐ YES 2 ☐ NO — SKIP to item 6
b. LIFO value of inventories in item 4c — Exclude LIFO reserve.
c. LIFO Reserve — The LIFO Reserve is the DIFFERENCE between a given physical stock valued on a non-LIFO basis, for example FIFO, and that same physical stock valued at LIFO (i.e., non-LIFO value MINUS LIFO value)
d. Amount of total inventories subject to LIFO costing
e. Amount of total inventories in item 4c which was not subject to LIFO costing
NOTE — The sum of lines b and c should equal line d. The sum of lines d and e should equal item 4c.

1999				1998			
Dollars		Cents		Dollars		Cents	
300		\$		350		\$	
		.00				.00	
301		\$		351		\$	
		.00				.00	
302		\$		352		\$	
		.00				.00	
303		\$		353		\$	
		.00				.00	

Item 6

PURCHASES OF MERCHANDISE (AT COST)

See instruction sheet for detailed directions.
a. Report total cost of merchandise purchased for resale (net of returns, allowances, and trade and cash discounts), for which you took title in 1999 and 1998 whether or not payment was made during the year. Exclude purchases of containers, wrappings, packaging, and selling supplies.
b. Were any of the goods purchased for resale in item 6a ordered over an Internet, extranet, EDI or other online system?
405 1 ☐ YES 2 ☐ NO 3 ☐ Don't know

Purchases at cost value

1999				1998			
Dollars		Cents		Dollars		Cents	
400		\$		450		\$	
		.00				.00	

Item 7A

ACCOUNTS RECEIVABLE BALANCES

Does this company extend credit to customers at any of its department stores included in item 1B?
520 1 ☐ YES — Refer to definitions of accounts receivable below. 2 ☐ NO — SKIP to item 8
NOTE — Exclude credit which may have originated at this firm, but is actually provided by others, such as banks, finance companies, oil or other credit card issuing companies.

DEFINITIONS OF ACCOUNTS RECEIVABLE

INSTALLMENT ACCOUNTS

Open-end — Primarily "revolving" or optional accounts in which a deferred payment privilege is extended through a line of credit and the customer has the option of paying the balance in full, usually with no finance charge, or paying in two or more installments subject to some minimum required payment with a finance charge usually assessed.
Closed-end — Credit generally requiring a new contract to cover each extension of credit in which a precomputed finance charge is assessed, and which specifies a fixed schedule of installment payments with the number and the amount of payments and due dates specified in the contract.

CHARGE ACCOUNTS — Credit accounts for which full payment is scheduled to be made at the end of the customary billing period.

PLEASE READ THE INSTRUCTIONS ABOVE BEFORE ANSWERING ITEM 7B.

Item 7B

UNPAID BALANCES FOR ALL DEPARTMENT STORES INCLUDED IN ITEM 1B

Type of account
Mark (X) one box for each line to indicate type of credit account carried.
1. Installment accounts
(a) Open-end accounts (revolving or optional) 521 1 ☐ YES 2 ☐ NO
(b) Closed-end accounts 522 1 ☐ YES 2 ☐ NO
2. Charge accounts 523 1 ☐ YES 2 ☐ NO
3. Total — Sum of lines 1(a), 1(b), and 2

Balances outstanding as of —

December 21, 1999				December 31, 1998			
Dollars		Cents		Dollars		Cents	
501		\$		551		\$	
		.00				.00	
502		\$		552		\$	
		.00				.00	
503		\$		553		\$	
		.00				.00	
500		\$		550		\$	
		.00				.00	

REMARKS

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CENSUS USE

961

Item 8

CERTIFICATION — This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report
Print or type
950
Address — Number and street, city, State, ZIP Code
951
954 Telephone
Area code Number Extension
955 Fax number
Area code Number
956 Internet address (firm's homepage)
http://
Signature of authorized person
Title
952
Date
953